

Mass Update Fallout Delegation

PPSD – PMAB will publish the Personnel letter next week.

*in order to reduce fallout we are asking departments to only key essential transactions between July 6th and 7th

*mass update will be processed on July 7th

*View Direct reports will be available around July 10th/13th

*more information and instructions to come in a subsequent letter as we get closer to the date

Direct Deposit

Please review Section J of the PPM, especially J012 and J013. These sections apply to cancellations and reversals. We will be adhering to our published guidelines and any exceptions will require management approval.

Notification of Out of Sequence Conditions

A Personnel Letter should be out soon. We have always sent a weekly report to the departments called the “NOTIFICATION OF OUT-OF-SEQUENCE CONDITIONS.” Attached to it is a listing of SSNs. We have done this report weekly for years but in the past the KDO would check each number and if they were not out of service she would line through it. The majority of them are not out of service. We are asking departments to check the records and if the employee is not out of service discard the listing.

From our Units at PPSD:

STIPULATIONS DESK

When back pay is due and we advise the personnel specialist at the agencies not to key any of the back pay. SCO has to attach deduction information to the pay. HR Office supervisors will see employment history changes and tell the personnel specialist to key the pay, which causes a huge issue for the stipulation unit. The employee will have A/R's established for the benefits. Please do not key any of the pay until we issue all of the back pay and deductions are reestablished.

Friendly reminder! The agency can always key the initial transaction that puts an employee on an adverse action. When that case gets amended in a court proceeding or the agency and employee come to some type of agreement then all of that information and the pars need to come to SCO for us to correct employment history. Agencies are trying to correct employment history on their own, it is causing additional issues for employment history/pay history, deductions do not get restored, and it just causes more problems for the employees.

DISABILITY UNIT

Please remember when an employee is on SDI and you are requesting regular pay or supplementation, you must submit your request on Form 674D. Also, if there is disability in the pay period and you are requesting to establish an AR or changing method of collection, you must submit your request on Form 674D. We are receiving these requests on Form 674, which is causing us to return these documents and delaying the process.

We are receiving many incomplete documents. Please make sure Form 674D is completed and signed when submitting them to SCO.

If possible, when an error is made other than an overpayment give us two days to make the correction instead of calling in the same day.

If we speak to you and agree to accept a fax document, please do not send in more than what we are expecting.

When calling in on how to process supplementation, please limit the request to one pay period. We have several vacancies due to budget constraints and do not have the resources go over several pay periods to make sure they are all correct. We can help with problems and questions, but we cannot provide training over the phone.

When faxing currents during the green cycles, we may not receive and process the document the same day. To avoid duplications or hinder processing the pay, do not fax another copy the next day.

Reminder, you can still fax late currents 5 cycle dates after the last green cycle.

Lastly, please use your references before calling in. You can find many of your answers by utilizing the PPM, PAM, Personnel/Payroll Letters and PMLs.

OPERATIONS SUPPORT

Make sure all EAR forms faxed over or mailed have the Personnel Specialist's signature in Section J.

Personnel Specialists can fax IRS lock letter updates to SCO as soon as they receive them from the employee or IRS to ensure timely processing. (Fax# (916) 322-8137)

Friendly Reminder! Personnel Specialists cannot request an employee's FULL employment history on the employee's behalf. The employee must submit their request in writing with an original signature or complete Form PSD 33 and mail their request to SCO. (Please see attached documents) However, Personnel Specialist are able to request "additional" PIMS/work history. If you have additional Employment History questions, you may contact Sheri McColloch at 916.322.8141.

Please update any Power of Appointing Signature memos that agencies/CSU's have on file with SCO. Review what you have on file and submit a new update memo if needed. (many agencies haven't been updated in 10+ years.)

Please write that agency codes that the agency will be supporting within the body of the memo.

CS AUDITS

Friendly Reminder! Only use black or blue ink to document PARS.